



CHADDS FORD TOWNSHIP SEWER AUTHORITY
REORGANIZATION AND REGULAR MEETING
JANUARY 16, 2018

Board Members: Mark Stookey
Amanda Konyk
Dennis Henry
Robert Lohr
Ted Mennicke

Also Present: Valerie Hoxter, Sewer Authority Manager
Mike Sheridan, Solicitor
Mike DiSantis, DELCORA
Tom Leisse, Pennoni Associates

REORGANIZATION MEETING

Mr. Stookey called the meeting to order at 7:00 p.m.

Upon motion and second (Stookey/Henry) Ms. Konyk was elected as temporary Chair.

Ms. Konyk conducted roll call confirming the following Board Members were in attendance:
Mark Stookey, Amanda Konyk, Dennis Henry, Robert Lohr and Ted Mennicke.

Upon motion and second (Henry/Konyk) Mr. Stookey was elected Chairman for 2018.

Upon motion and second (Mennicke/Henry) Ms. Konyk was elected Vice Chair for 2018.

Upon motion and second (Konyk/Mennicke) Mr. Lohr was elected Secretary for 2018.

Upon motion and second (Stookey/Konyk) Mr. Henry was elected Treasurer for 2018.

Upon motion and second (Lohr/Henry) Mr. Mennicke was elected Right-to-Know Officer for 2018.

Upon motion and second (Lohr/ Konyk) Mr. Sheridan was appointed Solicitor for 2018.

Upon motion and second (Lohr/Mennicke) Pennoni Engineering, specifically Tom Leisse, was appointed Engineer for 2018.

Upon motion and second (Konyk/Mennicke) Barbacane, Thornton and Company, LLP was appointed Auditor to perform the audit for year 2017.

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Upon motion and second (Mennicke/Henry) Ms. Hoxter was appointed Authority Manager and Assistant Treasurer for 2018.

Upon motion and second (Stookey/Lohr) the following were designated as Authority Bank Depositories for 2018: DNB Bank, PLGIT, Bank of the Ozarks, Pacific Enterprise Bank, Third Coast Bank, First Capital Bank, Prospect Bank.

Upon motion and second (Mennicke/Henry) meeting dates were approved for the third Tuesday of every other month from January 16, 2018 through January 15, 2019; with the exception of the May meeting which will be held on Tuesday, May 22, 2018.

REGULAR MEETING

ANNOUNCEMENTS

There were no announcements.

MINUTES

Upon motion and second (Mennicke/Henry) the minutes from the November 21, 2017 meeting were approved.

DELCORA

Mr. DiSantis presented his written report for the months of November and December 2017. In November, there was a failure to monitor influent TSS and BOD analysis weekly at Ridings as required by the new NPDES permit, which was effective October 1, 2017. Delcora has implemented scheduling changes to resolve the issue.

There was a weekly maximum and monthly average TSS exceedance at Ridings in December due to extreme cold temperatures. Mr. DiSantis informed the Board this was not the only plant where this occurred due to current frigid temperatures. Actions taken by Delcora to keep operations warm included erecting small shelters around piping and installing additional heaters.

MANAGER

Ms. Hoxter presented her written report and further reported that the Township has received approval from PaDEP for the Act 537 Plan Revisions.

Ms. Hoxter informed the Board that, through negotiations with a property buyer, she collected approximately \$35,000.00 on an account with one of the largest past due balances. This account had a balance on the books since 2006. The Authority also received \$10,000.00 to be held in escrow until the property is connected to the system, which it is required to be within ninety (90) days of settlement. Ms. Hoxter thanked Mr. Sheridan for his help and for preparing the required Agreements and paperwork.



Ms. Hoxter informed the Board that she and Mr. Leisse will be applying for the PA Small Water and Sewer Grant and that she requested support from PA State Representative Stephen Barrar, who has agreed to support the application.

Ms. Hoxter also reported on a meeting with Delaware Valley Regional Finance Authority regarding possible financing opportunities for the Ridings Conversion Project.

Ms. Hoxter informed the Board of a meeting which Chairman Stookey and she attended, along with Township staff and property owners of 1786 Wilmington-West Chester Pike, regarding the concept for a future project which would require additional capacity. Ms. Hoxter will keep the Board updated if the project moves forward.

ENGINEER

Mr. Leisse presented his written report and updated the Board on required upcoming reporting; including the annual DRBC report due at the end of January and the Chapter 94 Report due in March.

Mr. Leisse presented an estimate for services to navigate through the design and permitting phase of the Ridings Conversion/Turners Mill Expansion Project. Chairman Stookey commented that he believed, under current circumstances, the Authority should move forward with all deliberate speed. Therefore, he and Ms. Hoxter leaned on Mr. Leisse to provide this estimate quickly, and Mr. Stookey noted his appreciation that Mr. Leisse complied with that request.

The Board reviewed Pennoni's estimate and discussed engaging a consultant to examine the estimate and provide a written assessment within a two-week period at a cost not to exceed \$2,000.00. Mr. Lohr contacted Stantec Engineering who agreed to review Pennoni's estimate. After discussion, it was agreed that two Board members would receive the review from Stantec and be authorized to direct Pennoni to move forward with design work outlined in their estimate, unless Stantec's review recommends material changes to the estimate. If Stantec's review recommends material changes to the estimate, another Board meeting would be scheduled to discuss the review.

Upon motion and second (Stookey/Konyk) the Board approved Resolution 2018-02 accepting Pennoni's design estimate, conditioned upon hiring a consultant to provide a review of the estimate within two weeks at a cost not to exceed \$2,000.00, and authorized Mr. Henry and Mr. Mennicke to receive the consultant's review and direct Pennoni to move forward with the work outlined in the estimate, providing the consultant's review does not recommend material changes to Pennoni's estimate.

Upon motion and second (Stookey/Mennicke) the Board authorized Mr. Lohr to contact Stantec Engineering and engage them to review Pennoni's estimate within two weeks at a cost not to exceed \$2,000.00.



SOLICITOR

Mr. Sheridan informed the Board that E-3 Ventures would like to assign their rights to and interests in sewer capacity and agreements with the Authority for the property at 1770-1778 Wilmington-West Chester Pike to the new owner, LCB Senior Living. Mr. Sheridan prepared an Assignment Agreement for approval by the Board.

Upon motion and second (Konyk/Lohr) the Board approved the Assignment Agreement between E-3 Ventures and LCB Senior Living and authorized Mr. Stookey to execute the Agreement on behalf of the Authority.

ASSISTANT TREASURER

Ms. Hoxter presented the Assistant Treasurer's written report and reviewed cash balances. She further commented on a \$100,000.00 PLGIT CD that matured in December 2017 for which the Authority received \$1,210.00 in interest income. With approval by the Chairman and Treasurer, an additional CD in the amount of \$100,000.00 from Bank of the Ozarks was purchased at a rate of 1.75% net.

Upon motion and second (Stookey/Lohr) the Board approved ACH and check payments for December 2017 in the amount of \$12,798.56.

Upon motion and second (Stookey/Lohr) the Board approved ACH and check payments for January 2018 in the amount of \$51,857.76.

Upon motion and second (Stookey/Lohr) the Board ratified the purchase of a CD from Bank of the Ozarks in the amount of \$100,000.00 on December 20, 2017.

Ms. Hoxter updated the Board on delinquent account collections, including collection of approximately \$39,000.00 over the last two months. The Board reviewed collection steps for various accounts.

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS

Jackie and Joseph Grace appeared before the Board to discuss account status for property at 1 Station Way Road. Ms. Grace asked the Board to consider reducing total EDUs at 1 Station Way and to provide a credit for usage billed over the years for this property. The property owners indicated they have a meeting with Chester Water Authority (CWA) scheduled within thirty days regarding water use at this property.

The Board reiterated its previous decision not to reduce EDUs for the property, as it is not the Authority's practice to reduce EDUs which have been previously assigned. The Board agreed to



review usage adjustments made by CWA for appropriate application to the use portion of the customer's outstanding bills, providing such adjustments are received within sixty (60) days.

The Board determined that the balance due on the quarterly EDU portion of the outstanding bills for this property, along with related finance charges, must be paid within two weeks. The Board further determined it would suspend collection efforts on the use portion of their outstanding bills, along with related finance charges, for sixty (60) days to allow time for the customer to provide any adjustments from CWA for the Board's consideration.

Ms. Hoxter will provide a letter to Ms. Grace outlining the total outstanding quarterly EDU charges due on their account, along with related finance charges; as well as the balance due for use charges, along with related finance charges. Chairman Stookey stated that the Board would move forward with appropriate collection actions if payment deadlines as outlined were not met.

NEW BUSINESS

Upon motion and second (Konyk/Henry) the Board approved Resolution 2018-01 authorizing submission of a PA Small Water and Sewer Grant Application.

Upon motion and second (Konyk/Mennicke) the Board approved Resolution 2018-03 authorizing opening an escrow account for Christopher DiSabatino at 205 Heyburn Road.

Upon motion and second (Konyk/Mennicke) the Board approved Resolution 2018-04 authorizing opening an escrow account for LCB Senior Living.

Upon motion and second (Lohr/Henry) the meeting was adjourned at 9:12 p.m.

Respectfully submitted,

Valerie Hoxter
Authority Manager